

For Employees –

Self-Assessment for Annual Appraisal

Complete these steps to create your self-assessment:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon under the Update column to view the *Update Performance Plan: Overview* page.
3. Scroll down to the **Employee Self-Assessment for Annual Appraisal** field and enter your information.
4. Select the **Save** button to receive confirmation your information was saved and remain on the *Update Performance Plan: Overview* page.
5. Select one of the following:
 - Select the **Transfer to Rating Official** button.
 - Select **Logout** at the top right side of the page to exit.

